Exhibitor Services Manual Table of Contents

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

GES Information and Order Forms 3

General Information 4

G-1: Show Information 4
G-11: General Information 5
G-10: Trade Show Tips 6
G-5: Stop. Think. Safety. 7
G-6: Show Site Work Rules 8
G-7: GES Terms & Conditions of Contract 9
G-8: Fire Regulation Information 10
G-9: Operation of All Mechanical Lifts 11
G-4: Petroleum Surcharge Information 12
L-3: Notice of Intent to Use EAC and Policies and Procedures 13
L-4: Agreement and Rules and Regulations between GES and EAC 14
SAMPLE COPY: Certificate of Liability Insurance 16

Material Handling 17

R-1: Material Handling Information 17
GES Transportation Plus 18
R-2: Material Handling Order Form 19
Special Handling Brochure 20
R-5: Advance Shipping Labels 21
R-6: Direct Shipping Labels 22
R-LS: Limited Storage Capacity at Show Site 23
R-3: Pre-Printed Bill of Lading (BOL) and Outbound Labels Request 24
R-7: Freight Service Questionnaire 25
R-8: GES Logistics - Domestic Shipping Quote Form 26
GES Global Transportation Plus 27
R-20: GES Logistics - International Shipping Quote Form 28

Decorating Services 29

Q-1: Price List 29
Carpet Brochure 34
Standard Furniture Brochure 35
Specialty Furniture Brochure 37
Standard Exhibit Systems Brochure 46
I-2: Digital File Preparation 53
Standard Graphics Brochure 55

Labor Services 56

L-1: Installation & Dismantling Order Form 56
L-2: Key Information\Supervised Labor Checklist 57
J-1: Cleaning Order Form 58

Required Forms 59

100110

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G-2: Payment & Credit Card Charge Authorization 59
G-3: 3rd Party Billing Request 60
G-3b: International 3rd Party Billing Request 61
H-3: Booth Layout Form 62

Additional Service Order Forms 63

Audio Visual/Internet/Electrical/Telecommunications 64

Index 65

100110

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GES Information and Order Forms

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Official Service Provider

Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098
FAX (in USA): 866.329.1437
Contact us Online: www.ges.com/chat

International Calls: 702.515.5970
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Show Information

Booth Size: 8' x 10'
Facility Carpet Color: Multicolored
8' High Blue/White/White/Blue Backwall
3' High Blue Siderail
1 - 6' Blue Skirted Table
2 - Plastic Contour Chairs
1 - Wastebasket
1 - ID Sign

Important Dates *Be sure to check all order forms for **additional** deadlines*

Discount Deadline Date

Monday, October 26 GES orders must be received with payment by this date.

Installation

Sunday, November 15 12:00 PM - 4:30 PM

Please take notice - this event moves in on overtime, all applicable surcharges will apply

Show Hours

Sunday, November 15 5:00 PM - 6:30 PM
Monday, November 16 7:00 AM - 7:00 PM

Dismantle

Tuesday, November 17 7:30 AM - 10:00 AM

Carrier Check-in Post-Show

Tuesday, November 17 7:30 AM Carriers post-show must be checked-in by this time.

Facility Clear

Tuesday, November 17 10:00 AM All exhibitor materials must be removed.

Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com. GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

Advance Shipments to Warehouse:

c/o GES
HFMA Region 9
(Your Company Name & Booth Number)
5730 Powell Street
New Orleans , LA 70123
USA

Shipments should arrive on or between:

October 13 - November 11, 2015
Hours for receiving are Monday - Friday, 8:30 AM - 2:00 PM

Direct Shipments to Exhibit Site:

c/o GES
HFMA Region 9
(Your Company Name & Booth Number)
Sheraton New Orleans
500 Canal St
New Orleans, LA 70130
USA

Shipments should arrive on:

November 15, 2015, 12:00 PM - 4:30 PM

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Sheraton New Orleans
November 15 - 16, 2015

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories
The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet
GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning.

Custom Exhibits
Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits
Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services
If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics
Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping
GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

How Can I Order My Show Services?

Expresso is GES' planning, ordering and management system. You can order everything you need for your tradeshow exhibits, view account order history, download the show schedule and so much more.

Step 1: Go to https://e.ges.com/053600378/esm

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicenter®

The GES National Servicenter® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicenter®

Once you are at the show, the GES Servicenter® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

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HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 8' x 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicenter® www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

Work Zone

- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

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HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Safety is very important for everyone working in the Exhibit Hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

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HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.
Display Installation and Dismantling Labor order forms are enclosed for your convenience. However, if you plan to set your own exhibit, we ask that you read the following: Full-time employees of exhibiting companies may set their own exhibits. These employees must be prepared to produce some type of company identification when engaged in these activities. We request that all exhibiting company employees have a photo ID displayed while on the showsite floor.

Teamster Labor - Carpenters Local 1846 and Teamsters Local 270

Global Experience Specialists, Inc. (GES) will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

Freight Handling Jurisdiction

GES has the responsibility of receiving and handling all exhibit materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Exhibitors may hand-carry their own materials into the Exhibit Hall. **The use of dollies, flat trucks, and other mechanical equipment is not permitted by exhibitors. Access to the loading docks will be controlled by GES in order to provide for a safe and efficient move-in and move-out. GES will not be responsible, however, for any material we do not handle.** GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

Installation and Dismantle Labor

Global Experience Specialists, Inc. (GES) will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from the union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicenter .

Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Responsibility for assembly, installation and dismantle of anything using electricity as a source of power is provided by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

Quality of Work

If you encounter any difficulty with any laborer or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES Servicenter staff. Please refrain from voicing complaints directly to the craft personnel.
The personnel in charge of your exhibit should carefully inspect and sign all Work Order Forms. If there are any questions about an item on your invoice, please bring the invoice to the GES Servicenter personnel and discuss it with the personnel in charge.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.
GES requests that exhibitors do not tip (such practices as giving money, merchandise, or other special consideration for service rendered) to our employees. Do not give coffee breaks other than mid-morning and mid-afternoon, when employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a GES supervisor. Employees of GES are paid at an excellent wage scale and thus, tipping is strongly discouraged as not being an accepted policy of GES. This applies to all GES employees.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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November 15 - 16, 2015

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents**: GES' agents, sub-contractors, carriers, and the agents of each; **Customer**: Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier**: Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper**: Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED)**: Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

d. Cold Storage. Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.

e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less.

b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

a. Insurance. **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE**. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to $.60 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

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HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps locked or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter (1/4) of the tank capacity or five (5) gallons, whichever is less.

Combustible materials cannot be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by the fire prevention office. Flammable gases, i.e., butane, propane, natural gas, et al; are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

Cube tap adapters are prohibited (Uniform Fire Code 8507). Multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if the materials are not removed by show opening, show decorator will remove and store them at exhibitors expense, without access until the break of the show.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area. Decorative candles are not permitted.

Heat producing equipment is prohibited. Examples of prohibited equipment include, welding, soldering, or any open flame devices.

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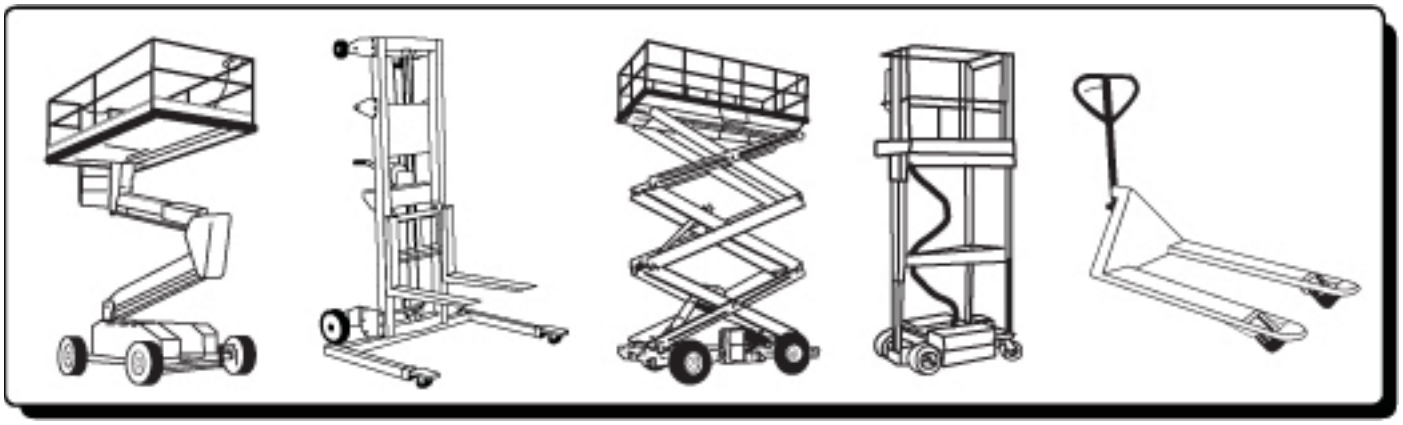
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Thank you for your complete cooperation.

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

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Notice of Intent to Use EAC and Policies and Procedures

L-3

TO BE COMPLETED BY EXHIBITOR

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of Proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- **An executed Agreement and Rules and Regulations between GES and EAC.**
- **A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.**

PLEASE SIGN **X** _____

AUTHORIZED SIGNATURE

_____

AUTHORIZED NAME - PLEASE PRINT DATE

GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

063015

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Agreement and Rules and Regulations between GES and EAC

L-4

TO BE COMPLETED BY EAC

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 5730 Powell St., Suite B, New Orleans, LA 70123

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

1. *EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Kit/Services Manual, including all union rules and regulations, and accept liability for any negligent actions.*
2. *EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.*
3. *EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.*
4. ***EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move in.***
5. ***This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.***
6. ***If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.***
7. *EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.*
8. *EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC not number of booths)*
9. *The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the Exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the Exhibitor's booth space and must be kept clear at all times.*
10. *During show hours only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.*
11. *EAC has attached herewith certificates of insurance confirming the following required insurance:*
    - *Commercial General Liability, including contractual liability, with limits of not less than $1,000,000 each occurrence, $2,000,000 general aggregate and $2,000,000 products & completed operations aggregate.*
    - *Automobile Liability with a limit of not less than $1,000,000 combined single limit - each accident.*
    - *Workers Compensation, as required by law, with Employers Liability Limits of not less than $1,000,000 each accident, $1,000,000 disease - each employee and $1,000,000 disease - policy limit.*
    - *Umbrella/Excess Liability with a limit of not less than $1,000,000 each occurrence/aggregate.*
    - *The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), HFMA (Show Management), HFMA Region 9 (Show) and Sheraton New Orleans (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.*
12. *EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.*
13. *Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the Exhibitor will not be able to use that company for the remainder of the event.*
14. *EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.*
15. *EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).*
16. *The Exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.*
17. *The Exhibitor or its EAC should take steps to protect the Exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.*
18. *EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so Exhibitors may begin packing their product.*

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Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 5730 Powell St., Suite B, New Orleans, LA 70123

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Rules and Regulations (continued)

19. *EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.*
20. *EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.*
21. *During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.*
22. *Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.*
23. *Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.*
24. *For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.*
25. *Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.*
26. *This agreement is to be interpreted under the laws of the State of Nevada.*
27. *A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.*

Authorized Signature of EAC:

PLEASE SIGN **X** _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT DATE

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

PLEASE SIGN **X** _____
AUTHORIZED SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT DATE

063015

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ACORD 1. CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY): 01/01/15

PRODUCER

ABC Insurance Agency **Fax: (212) 555-6100**
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED 2.

Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
INSURER B: **Aetna Casualty & Surety Company**
INSURER C: **Travelers Insurance Company**
INSURER D: **Royal Insurance Company**
INSURER E:

COVERAGES

3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS MADE ☒ OCCUR ☐ _____ ☐ _____ GENERAL AGGREGATE LIMIT APPLIES PER ☐ POLICY ☐ PROJECT ☐ LOC	000P98298-AI1	01/01/15	01/01/16	EACH OCCURENCE FIRE DAMAGE (Any one fire) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGRREGATE PRODUCTS-COMP/OP AGG	$1,000,000 $ 50,000 $ 5,000 $1,000,000 $2,000,000 $2,000,000
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS ☐ _____ ☐	SKLS-029499S	01/01/15	01/01/16	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
	GARAGE LIABILITY ☐ ANY AUTO ☐				AUTO ONLY-EA ACCIDENT OTHER THAN $ AUTO ONLY: $	 $
A	UMBRELLA/EXCESS LIABILITY ☒ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	XL1234567	01/01/15	01/01/16	EACH OCCURENCE AGGREGATE	$1,000,000 $1,000,000 $ $ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/15	01/01/16	X WC STATU-ORY LIMITS ☐ OTHER E.L. EACH ACCIDENT E.L. DISEASE-EA EMPLOYEE E.L. DISEASE -POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
D	OTHER				Each Occurrence & Aggregate	

SAMPLE COPY

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

5. Global Experience Specialists, Inc. (GES) (Official Service Provider), HFMA (Show Management), Sheraton New Orleans (Facility), and HFMA Region 9 (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: November 15 - 16, 2015 at city of New Orleans.

CERTIFICATE HOLDER | X | **ADDITIONAL INSURED; INSURER LETTER: X** **CANCELLATION**

6. Global Experience Specialists, Inc. (GES)
Exhibitor Services
5730 Powell St.
Suite B
New Orleans, LA 70123

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE

10.

1. PRODUCER: Insurance Agent / Broker who issues certificate.

2. NAME OF INSURED: Must be the legal name of contracting party.

3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).

4. FORM OF COVERAGE: Must be "occurrence" form of coverage.

5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), HFMA (Show Management), HFMA Region 9 (Show) and Sheraton New Orleans (Facility) as additional insureds on a primary and non-contributory basis.

6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.

8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.

9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).

10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

063015

Material Handling Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 33 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: www.ges.com/everything/logistics/tracking/.

Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
  a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  b. Freight shipments sent to the show after it has opened.
  c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

- **Liability** – GES is liable for loss or damage to your Goods only if the loss or damage is caused by GES negligence.
- **Sole Relief** – If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your Goods should be insured by your own insurance policy. Although we do our best to handle your Goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://e.ges.com/053600378/mhEST/esm

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GES Global Experience Specialists℠

With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

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Transportation Plus and Material Handling Form

R-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Transportation Plus: **Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates**.

Price List

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated Materials		*Special Handling Materials*	
	Standard Rates	*Transportation Plus Saving Rates*	*Standard Rates*	*Transportation Plus Saving Rates*
ST/ST	$ 84.50 cwt	**$ 76.05 cwt**	$ 109.85 cwt	**$ 98.87 cwt**
ST/OT	$ 110.00 cwt	**$ 99.00 cwt**	$ 143.00 cwt	**$ 128.70 cwt**
OT/OT	$ 135.00 cwt	**$ 121.50 cwt**	$ 175.50 cwt	**$ 157.95 cwt**

Direct Shipment to Exhibit Site (200 lbs. minimum per shipment)

	Crated Materials		*Special Handling Materials*	
	Standard Rates	*Transportation Plus Saving Rates*	*Standard Rates*	*Transportation Plus Saving Rates*
ST/ST	$ 93.00 cwt	**$ 83.70 cwt**	$ 120.90 cwt	**$ 108.81 cwt**
ST/OT	$ 121.00 cwt	**$ 108.90 cwt**	$ 157.30 cwt	**$ 141.57 cwt**
OT/OT	$ 149.00 cwt	**$ 134.10 cwt**	$ 193.70 cwt	**$ 174.33 cwt**

Uncrated Materials

	Standard Rates	*Transportation Plus Saving Rates*
ST/ST	$ 148.80 cwt	**$ 133.92 cwt**
ST/OT	$ 193.60 cwt	**$ 174.24 cwt**
OT/OT	$ 238.40 cwt	**$ 214.56 cwt**

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays, Holidays.
ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:
Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Important Information

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 33 days (any materials stored beyond 33 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Boxes and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Arrival Dates and Surcharges for Shipments: Storage rates apply to shipments received before the published timeline. A 30% ($50.00 minimum) surcharge will apply to all shipments received after the published timeline.

Advance Dates:
Tue, Oct 13, 2015: Advance shipments may begin arriving at warehouse.
Wed, Nov 11, 2015: Last day for shipments to arrive at warehouse.
Direct Dates:
Sun, Nov 15, 2015: Direct shipments may begin arriving at exhibit site after 12:00 PM.
Sun, Nov 15, 2015: Last day for shipments to arrive at exhibit site by 4:30 PM.

Please Indicate Below

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date:_____

By Carrier:_____

Total Number of Pieces:_____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	*PRICE*	*X QUANTITY*	*= TOTAL PRICE*
Small Package, 1st Carton	$ 50.50	1	$
Small Package, Each Additional Carton	$ 25.25		$

MATERIAL HANDLING DESCRIPTION	*PRICE*	*X CWT*	*= TOTAL PRICE*
			$

A.	Total All Items Ordered		$
B.	Petroleum Surcharge Assessment: 3%	A x 3% = B	$
C.	Subtotal	A + B = C	$
D.	Orleans Parish Tax: 2.0%	C x 2% = D	$
E.	Payment Enclosed	C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE

Rev: 063015 Build: 081915 1403 UOM=OSC

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What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading
- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading
- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading
- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading
- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments
- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/ installed during the unload or load out process.

Multiple Shipments
- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments
- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts
- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments
- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:

Side Door Loading *Constricted Space Loading*

Stacked Shipments *Uncrated Shipment*

Multiple Shipments

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.* **R-5**

A RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

FULL EXHIBITING COMPANY NAME AT SHOW

HFMA Region 9

NAME OF EXHIBITION *053600378*

_____

BOOTH NUMBER

C/O GES
5730 Powell Street
New Orleans , LA 70123 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Oct 13, 2015 - Wednesday, Nov 11, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

A RUSH!

EXHIBITION FREIGHT

FROM:

ADVANCE SHIPMENT

TO: _____

FULL EXHIBITING COMPANY NAME AT SHOW

HFMA Region 9

NAME OF EXHIBITION *053600378*

_____

BOOTH NUMBER

C/O GES
5730 Powell Street
New Orleans , LA 70123 USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Oct 13, 2015 - Wednesday, Nov 11, 2015

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:30 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

HFMA Region 9

NAME OF EXHIBITION *053600378*

BOOTH NUMBER

C/O GES
Sheraton New Orleans
500 Canal St
New Orleans, LA 70130 USA

SHIPMENT SHOULD ARRIVE ONLY ON:
Sunday, Nov 15, 2015 12:00 PM - 4:30 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

D RUSH!
EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

HFMA Region 9

NAME OF EXHIBITION *053600378*

BOOTH NUMBER

C/O GES
Sheraton New Orleans
500 Canal St
New Orleans, LA 70130 USA

SHIPMENT SHOULD ARRIVE ONLY ON:
Sunday, Nov 15, 2015 12:00 PM - 4:30 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____

Number _____ of _____ pieces

GES Global Experience Specialists

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

The Sheraton New Orleans has limited storage space. Please see note below when sending freight directly to the facility to avoid additional handling fees by the facility.

- Freight deliveries sent directly to the facility will be received by Global Experience Specialists, Inc. (GES)® on exhibitor **move-in** days **only**.
- **Freight deliveries sent directly to the facility are subject to GES *freight handling charges regardless of the consignee* - as GES is the official show contractor.**
- If your freight arrives at the facility prior to the published move-in dates, the facility will take possession of the item(s) and charges will be incurred from the facility **IN ADDITION TO GES MATERIAL HANDLING CHARGES**.
- **Advance** shipments should be sent and labeled as follows:

  (EXHIBITOR NAME) / (BOOTH #)
  HFMA Region 9
  C/O Global Experience Specialists, Inc. (GES)
  5730 Powell Street
  New Orleans , LA 70123
  USA

See Table of Contents for location of Advanced Shipping Labels.

Bellman Policy

- Exhibitors may have bellmen deliver their boxes to the Exhibition Hall doors where a teamster will deliver them to their booth space. Please be advised that GES Material Handling rates will apply at this point.
- Exhibitors may hand carry display materials, if necessary, if the materials can be brought into the Exhibition Hall in one trip.
- Please be sure when shipping materials into the show to indicate “c/o Global Experience Specialists, Inc. (GES)” on the shipping label. Otherwise the facility will take possession of the item and exhibitors will incur charges from the facility in addition to GES Material Handling charges.

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Pre-Printed Bill of Lading (BOL) and Outbound Labels Request

R-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

If this form is not received by GES by October 26, 2015, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup (show site address):

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
500 Canal St	**New Orleans**	**LA**	**70130**	**USA**
PHONE:	FAX:			BOOTH NUMBER:

Step 2. Tell us the location where freight should be sent:

SHIPPING DESTINATION 1:

Number of Labels Needed:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:	ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order form prior to shipping out. **Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.**

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

080715

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Freight Service Questionnaire

R-7

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

ALL EXHIBITORS MUST RETURN THIS FORM

1. Estimate total number of pieces being shipped:

   _____ Crated
   _____ Uncrated
   _____ Machinery
   _____ Total

2. Indicate total number of trucks in each category that you will use:

   _____ Van Line
   _____ Common Carrier
   _____ Flatbed
   _____ Co. Truck
   _____ Overseas Container

3 List carrier name(s):

_____
_____
_____

4. If using a Customs Broker, please print name:

_____

Phone Number _____

5. Print the name of person in charge of your move-in:

_____

Phone Number _____

6. What is the minimum number of days to set your display?

   _____

7. What is the weight of the single heaviest piece that must be lifted?

   _____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

   _____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

_____
_____
_____
_____

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

DIRECT SHIPMENTS ONLY:

1. What date and time are you scheduling your shipment(s) to arrive on-site?

_____
_____

050115

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GES Logistics - Domestic Shipping Quote Form

R-8

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER:

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:	**CITY:**	**STATE:**	**ZIP:**	**COUNTRY:**
PICK UP CONTACT:	**PHONE NUMBER:**			**FAX NUMBER:**
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				**MARK FOR WEEKEND PICK UP OR DELIVERY:** ☐ Pick Up ☐ Delivery

Delivery Information

DATE:	RECEIVING HOURS:			
DESTINATION:	**EXHIBITOR NAME:**			
SHOW NAME:	**BOOTH NUMBER:**			
STREET ADDRESS:	**CITY:**	**STATE:**	**ZIP:**	**COUNTRY:**
SHOW CONTRACTOR:	**CONTACT:**			**PHONE NUMBER:**

Method of Shipment

Ground: ☐ Less than a Truck Load ☐ Truck Load

Rates (Price Per Shipment)

Shipments 0-100 lbs.* _____ Shipments 101 lbs. and up* _____

*Subject to Applicable Surcharges

Air: ☐ Next Day ☐ 2nd Day ☐ Deferred

*** Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.**

Special Instructions
(Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*	*LIST EACH PIECE*	*H/M*	*DIMENSIONS IN INCHES*			*EST. WEIGHT*
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces: Total Weight:

Hazardous Materials Contact Number

( ) _____ - _____

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.

AUTHORIZED NAME - PLEASE PRINT	DATE

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $.50 (USD) per pound with a maximum liability of $100.00 (USD) per container, or $1,500.00 (USD) per shipment, whichever is less.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

110912

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GES Global Experience Specialists℠

Get GES Global Transportation Plus and

Save 10%

On Material Handling

GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

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GES Logistics - International Shipping Quote Form

R-20

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Pick Up Information

PICKUP DATE:	SHIPPING / RECEIVING HOURS:			
STREET ADDRESS:	CITY:	PROVINCE:	POSTAL CODE:	COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:			FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: ☐ Pick Up ☐ Delivery

Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.

Method of Shipment

Type of Customs Entry:	☐ Permanent (Sold/Giveaways)		Value of Permanent Goods (US$):	$
	☐ Temporary (To Return)		Value of Temporary Goods (US$):	$
Mode of Transport:	☐ Ocean FCL	☐ Ocean LCL	☐ AirFreight	☐ Truck
Type of Equipment for FCL:	☐ 40' Container	☐ 20' Container	☐ High Cube	☐ Other:
Commodity:				
Desired Delivery Date or Targeted Move-In Date:				

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)

Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US$) (6)
					$
					$
					$
					$
					$
					$
					$
					$
					$
					$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Total Gross Weight (7)	Total Value (8)
kilos	$

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx. If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

GES will not act as Importer of Record (IOR) or Ultimate Consignee regarding exhibitor freight and will not provide a Power of Attorney to any entity regarding exhibitor freight.

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to $ .50 (USD) per pound per package, $ 100.00 (USD) per package or $ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

050115

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GES Global Experience Specialists — Price List

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Discount Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Carpet

Standard Pre-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
5001	13 oz. Standard Carpet 10'x10'	11.0	**239.00**	359.00
5002	13 oz. Standard Carpet 10'x20'	11.0	**463.00**	695.00
5003	13 oz. Standard Carpet 10'x30'	11.0	**713.00**	1,070.00

Custom-Cut Carpet

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	11.0	**3.98**	5.95
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	11.0	**5.85**	8.80
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	11.0	**6.95**	10.45

Padding

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	11.0	**2.29**	3.44

Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
500410	Carpet Plastic Covering, Per Sq.Ft.	9.0002	**0.92**	1.38

Carpet Package

Custom Cut Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
400021	13 oz. Carpet Package, Per Sq.Ft.	11.0	**6.60**	9.89
	Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 2 Day(s) Cleaning.			
400022	26 oz. Plush Carpet Package, Per Sq.Ft.	11.0	**8.28**	12.46
	Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 2 Day(s) Cleaning.			
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.	11.0	**9.27**	13.94
	Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 2 Day(s) of Cleaning.			

Furniture and Accessories

Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	**11.0**	**140.00**	210.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	**11.0**	**128.00**	192.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	**11.0**	**83.50**	125.00
300053	Stool, Contemporary, 17"W 18"D 48"H	**11.0**	**155.00**	233.00

Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
300057	Table, Rectangle, 24"x36"x30" High	**11.0**	**136.00**	204.00
300056	Table, Square, 24"x24"x30" High	**11.0**	**125.00**	188.00
300059	Table, Starbase, 30" Diameter x 40" High	**11.0**	**265.00**	398.00
300058	Table, Starbase, 40" Diameter x 30" High	**11.0**	**265.00**	398.00

Skirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
3004	Table 4', Skirted 4 Sides, 24" x 30" High	11.0	**167.00**	251.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	11.0	**199.00**	299.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	11.0	**235.00**	353.00
3007	Table, Skirt 4th Side	11.0	**51.50**	77.25

Unskirted Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
300400	Table 4', Unskirted, 24" x 30" High	11.0	**131.00**	197.00
300600	Table 6', Unskirted, 24" x 30" High	11.0	**161.00**	242.00
300800	Table 8', Unskirted, 24" x 30" High	11.0	**187.00**	281.00

Skirted Counters

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	11.0	**189.00**	284.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	11.0	**235.00**	353.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	11.0	**267.00**	401.00
3017	Counter, Skirt 4th Side	11.0	**61.75**	92.75

Unskirted Counter

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
301400	Counter 4', Unskirted, 24" x 42" High	**11.0**	**151.00**	227.00
301600	Counter 6', Unskirted, 24" x 42" High	11.0	**187.00**	281.00
301800	Counter 8', Unskirted, 24" x 42" High	11.0	**214.00**	321.00

Risers

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
300191	Riser 4', Single Tier, 48"x8"x8" High	11.0	**51.50**	77.25
300192	Riser 6', Single Tier, 72"x8"x8" High	11.0	**73.00**	110.00

Custom Booth Drape

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
3001	Drape, 3' High, Per Foot, 4' Minimum	11.0	**21.80**	32.75
3002	Drape, 8' High, Per Foot, 4' Minimum	11.0	**26.00**	39.00

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
300124	Aisle Stanchion Chain, Plastic, Per Foot	11.0	**6.60**	9.90
300123	Aisle Stanchion, without Chain	11.0	**61.75**	92.75
300103	Aluminum Easel	11.0	**83.50**	125.00
300111	Bag Stand	11.0	**115.00**	173.00
300102	Coat Rack	11.0	**115.00**	173.00
300110	Fish Bowl	11.0	**31.25**	47.00
300104	Garment Rack	11.0	**115.00**	173.00
300106	Literature Rack	11.0	**169.00**	254.00
300201	Pegboard, White, 4'x8'	11.0	**216.00**	324.00
300131	Security Cage, Large, without Lock	11.0	**636.00**	954.00
300120	Sign Holder, Bell Base	11.0	**105.00**	158.00
300108	Sign Holder, Chrome, 22"x28"	11.0	**105.00**	158.00
300211	Tackboard, 4'x8'	11.0	**228.00**	342.00
300112	Ticket Tumbler, Small, Table Top	11.0	**179.00**	269.00
300113	Wastebasket	11.0	**26.00**	39.00
300118	Waterfall Stand	11.0	**115.00**	173.00

Furniture Package

Furniture Package 1

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
400011	Furniture Package 1	11.0	**352.80**	529.20
	Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.			

Furniture Package 2

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
400012	Furniture Package 2	11.0	**765.90**	1,149.30
	Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.			

Specialty Furniture

Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	11.0	**634.00**	951.00
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	11.0	**457.00**	686.00
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	11.0	**1,540.00**	2,310.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	11.0	**1,820.00**	2,730.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	11.0	**856.00**	1,280.00
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	11.0	**641.00**	962.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	11.0	**708.00**	1,060.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	11.0	**1,150.00**	1,730.00
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	11.0	**697.00**	1,050.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	11.0	**1,160.00**	1,740.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	11.0	**830.00**	1,250.00
305268	Sofa, Tangiers, 78"L 37"D 36"H	11.0	**591.00**	887.00

Seating - Club Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	11.0	**667.00**	1,000.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	11.0	**1,010.00**	1,520.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	11.0	**1,050.00**	1,580.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	11.0	**699.00**	1,050.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	11.0	**720.00**	1,080.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	11.0	**488.00**	732.00
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	11.0	**438.00**	657.00

Seating - Chairs

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305152	Chair, Altura, Guest, 25"L 20"D 34"H	11.0	**385.00**	578.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	11.0	**144.00**	216.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	11.0	**144.00**	216.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	11.0	**191.00**	287.00

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GES Global Experience Specialists Price List

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Seating - Chairs

305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	11.0	**151.00**	227.00
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	11.0	**100.00**	150.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	11.0	**198.00**	297.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	11.0	**198.00**	297.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	11.0	**198.00**	297.00
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	11.0	**354.00**	531.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	11.0	**262.00**	393.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	11.0	**401.00**	602.00
305111	Chair, Jetson, 19"L 18"D 31"H	11.0	**253.00**	380.00
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 4	11.0	**489.00**	734.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	11.0	**423.00**	635.00
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	11.0	**504.00**	756.00
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	11.0	**461.00**	692.00
305108	Chair, New York, 23"L 32"D 33"H	11.0	**261.00**	392.00
305115	Chair, Panton, White, 20"L 34"D 33"H	11.0	**277.00**	416.00
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	11.0	**206.00**	309.00
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	11.0	**313.00**	470.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	11.0	**394.00**	591.00
305269	Chair, Tangiers, 34"L 37"D 36"H	11.0	**412.00**	618.00
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	11.0	**151.00**	227.00

Seating - Ottomans

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	11.0	**377.00**	566.00
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	11.0	**377.00**	566.00
305085	Ottoman, Cube, Black, 17"L 17"D 18'H	11.0	**138.00**	207.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	11.0	**128.00**	192.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	11.0	**530.00**	795.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	11.0	**530.00**	795.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	11.0	**448.00**	672.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18	11.0	**316.00**	474.00
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	11.0	**118.00**	177.00
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	11.0	**118.00**	177.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"	11.0	**148.00**	222.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"	11.0	**148.00**	222.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18	11.0	**148.00**	222.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	11.0	**148.00**	222.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"	11.0	**148.00**	222.00
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"	11.0	**148.00**	222.00
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	11.0	**148.00**	222.00

Seating - Office and Utility Seating

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	11.0	**466.00**	699.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	11.0	**445.00**	668.00
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	11.0	**323.00**	485.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	11.0	**207.00**	311.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	11.0	**523.00**	785.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	11.0	**477.00**	716.00
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	11.0	**552.00**	828.00
305126	Chair, Task, 25"L 26"D 21"H	11.0	**189.00**	284.00
305043	Stool, Drafting, 25"L 26"D 34"H	11.0	**273.00**	410.00

Seating - Barstools

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305012	Barstool, Banana, Black, 21"L 22"D 30"H	11.0	**206.00**	309.00
305013	Barstool, Banana, White, 21"L 22"D 30"H	11.0	**206.00**	309.00
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	11.0	**266.00**	399.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	11.0	**259.00**	389.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	11.0	**340.00**	510.00
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	11.0	**137.00**	206.00
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	11.0	**137.00**	206.00
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	11.0	**137.00**	206.00
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	11.0	**137.00**	206.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	11.0	**376.00**	564.00
305008	Barstool, Oslo, White, 17"L 20"D 30"H	11.0	**376.00**	564.00
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	11.0	**177.00**	266.00
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34	11.0	**520.00**	780.00
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx	11.0	**474.00**	711.00

Tables - Cafe

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305162	Table, Cafe, Blue/Black, 30" Round 29"H	11.0	**290.00**	435.00
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	11.0	**386.00**	579.00
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	11.0	**290.00**	435.00
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	11.0	**337.00**	506.00
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	11.0	**386.00**	579.00

Tables - Cafe

305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	11.0	**458.00**	687.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	11.0	**290.00**	435.00
305168	Table, Cafe, Maple/Black, 36" Round 29"H	11.0	**337.00**	506.00
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	11.0	**386.00**	579.00
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	11.0	**458.00**	687.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	11.0	**290.00**	435.00
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	11.0	**386.00**	579.00
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	11.0	**197.00**	296.00
305299	Table, Cafe, Silver Textured Grain/Tulip Chrome Base, 30	11.0	**250.00**	375.00
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29	11.0	**177.00**	266.00
305301	Table, Cafe, White Laminate/Tulip Chrome Base, 36" Rou	11.0	**240.00**	360.00

Tables - Bar

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305131	Table, Bar, Blue/Black, 30" Round 42"H	11.0	**300.00**	450.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	11.0	**392.00**	588.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	11.0	**300.00**	450.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	11.0	**370.00**	555.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	11.0	**462.00**	693.00
305134	Table, Bar, Maple/Black, 30" Round 42"H	11.0	**300.00**	450.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	11.0	**370.00**	555.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	11.0	**392.00**	588.00
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	11.0	**462.00**	693.00
305130	Table, Bar, Red/Black, 30" Round 42"H	11.0	**300.00**	450.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	11.0	**392.00**	588.00
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round	11.0	**216.00**	324.00
305302	Table, Bar, Silver Textured Grain/Tulip Chrome Base, 30"	11.0	**263.00**	395.00
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"	11.0	**204.00**	306.00
305303	Table, Bar, White Laminate/Tulip Chrome Base, 30" Roun	11.0	**254.00**	381.00

Tables - Cocktail

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	11.0	**306.00**	459.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	11.0	**315.00**	473.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	11.0	**414.00**	621.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	11.0	**298.00**	447.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	11.0	**362.00**	543.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	11.0	**477.00**	716.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	11.0	**404.00**	606.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	11.0	**404.00**	606.00

Tables - End Tables

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305273	Table, Aura, White Metal, 15" Round 22"H	11.0	**145.00**	218.00
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	11.0	**138.00**	207.00
305047	Table, End, Geo, Black, 26"L 26"D 20"H	11.0	**275.00**	413.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	11.0	**288.00**	432.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	11.0	**391.00**	587.00
305211	Table, End, Oliver, 22" Round 22"H	11.0	**259.00**	389.00
305046	Table, End, Silverado, 24" Round 22"H	11.0	**342.00**	513.00
305045	Table, End, Soho, 26"L 26"D 27"H	11.0	**414.00**	621.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	11.0	**294.00**	441.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	11.0	**294.00**	441.00
305276	Table, Mosaic, Set of 3	11.0	**269.00**	404.00
305275	Table, Timber, Wood, 16" Round 17"H	11.0	**171.00**	257.00

Tables - Conference

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	11.0	**348.00**	522.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	11.0	**561.00**	842.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	11.0	**368.00**	552.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	11.0	**561.00**	842.00
305027	Table, Conf., Graphite, 42" Round 29"H	11.0	**462.00**	693.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	11.0	**622.00**	933.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	11.0	**766.00**	1,150.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	11.0	**622.00**	933.00
305172	Table, Conf., Gray, 96"L 36"D 29"H	11.0	**766.00**	1,150.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	11.0	**815.00**	1,220.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	11.0	**450.00**	675.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	11.0	**541.00**	812.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	11.0	**666.00**	999.00
305177	Table, Conf., Manhattan, 42" Round 29"H	11.0	**420.00**	630.00
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"	11.0	**412.00**	618.00
305281	Table, Conf., White Laminate, 42" Round 29"H	11.0	**324.00**	486.00
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	11.0	**772.00**	1,160.00

R032015 B081915-1403

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GES Global Experience Specialists — Price List

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

COMPANY NAME | EMAIL ADDRESS | BOOTH NUMBER

Tables - Martini Bar

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	11.0	**4,020.00**	6,030.00
305003	Table, Bar, Martini, 50"L 50"D 47"H	11.0	**1,530.00**	2,300.00

Product Display

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305002	Bookcase, Graphite, 36"L 13"D 71"H	11.0	**414.00**	621.00
305001	Bookcase, Mahogany, 36"L 13"D 71"H	11.0	**414.00**	621.00
305053	Etagere, Black, 30"L 16"D 70"H	11.0	**404.00**	606.00
305052	Etagere, Pewter, 30"L 16"D 70"H	11.0	**404.00**	606.00
305215	Pedestal, Black Plastic, 24"L 24"D 36"H	11.0	**542.00**	813.00
305216	Pedestal, Black Plastic, 24"L 24"D 42"H	11.0	**638.00**	957.00
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	11.0	**599.00**	899.00
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	11.0	**550.00**	825.00
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	11.0	**657.00**	986.00
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	11.0	**550.00**	825.00
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	11.0	**657.00**	986.00

Office and Utility Furniture

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305040	Credenza, Graphite, 72"L 24"D 29"H	11.0	**574.00**	861.00
305039	Credenza, Mahogany, 72"L 24"D 29"H	11.0	**633.00**	950.00
305057	Desk, Executive, Graphite, 60"L 30"D 29"H	11.0	**565.00**	848.00
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	11.0	**588.00**	882.00
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24	11.0	**389.00**	584.00
305059	File, Lateral, Graphite, 36"L 20"D 29"H	11.0	**462.00**	693.00
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	11.0	**501.00**	752.00

Lamps

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	11.0	**359.00**	539.00
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	11.0	**260.00**	390.00

Convenience Packages

GEM Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
404200	GEM #3 10' x 10' Package	11.0	**4,986.00**	7,486.00
	Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.			
404201	GEM #4 10' x 20' Package	11.0	**9,656.00**	14,485.00
	Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.			

Standard Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
404001	Chair Package A	11.0	**571.00**	857.00
	Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.			
404023	Display Case Package A	11.0	**0.00**	0.00
404024	Display Case Package B	11.0	**0.00**	0.00
404011	Stool Package A	11.0	**601.00**	903.00
	Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.			

Standard Skirted Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
404002	Chair Package B	11.0	**505.00**	758.00
	Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.			
404012	Stool Package B	11.0	**571.00**	858.00
	Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.			

Specialty Furniture Package

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
404104	Bar Package	11.0	**2,282.00**	3,428.00
	Includes: (2) White Oslo Barstools, (1) Martini Bar.			
404101	Barcelona Club Package	11.0	**2,411.00**	3,627.00
	Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.			
404103	Deluxe Chair Package	11.0	**980.00**	1,471.00
	Includes: (2) New York Chairs, (1) Cafe Table 36"X29".			
404105	Premium Pedestal Package	11.0	**1,011.00**	1,517.00
	Includes: (2) Black Banana Barstools, (1) Locking Pedestal.			
404108	South Beach Club Collection	11.0	**2,350.00**	3,525.00
	Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).			

Standard Exhibits

20x20 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
600005	Exhibit System GEM #5, 20'x20' Island	11.0	**13,830.00**	20,750.00

10x20 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
600004	Exhibit System GEM #4, 10'x20' Inline	11.0	**9,320.00**	13,980.00

10x10 Exhibits

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
600002	Exhibit System GEM #2, 10'x10' Inline	11.0	**2,240.00**	3,360.00
600003	Exhibit System GEM #3, 10'x10' Inline	11.0	**4,230.00**	6,350.00

6ft Table Display

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
600001	Exhibit System GEM #1, 6' Tabletop Display	11.0	**2,130.00**	3,200.00

Accessories

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
600410	Exhibit, Ad Board, 1M x 8'	11.0	**734.00**	1,100.00
600103	Exhibit, Counter, 1M Curved	11.0	**1,010.00**	1,520.00
600101	Exhibit, Counter, 1M x 1/2M x 40"H	11.0	**512.00**	768.00
600102	Exhibit, Counter, 2M x 1/2M x 40"H	11.0	**699.00**	1,050.00
600221	Exhibit, Light Box, Large 37"x85"	11.0	**930.00**	1,400.00
600222	Exhibit, Light Box, Medium 37"x56"	11.0	**736.00**	1,100.00
600223	Exhibit, Light Box, Small 37"x28"	11.0	**454.00**	681.00
661931	Exhibit, Panel, Slatwall, 1M x 8'	11.0	**642.00**	963.00
600291	Exhibit, Panel, Wirewall, 1M	11.0	**627.00**	941.00
600243	Exhibit, Shelf, 1M x 10" Deep	11.0	**85.75**	129.00
600262	Tackboard, Gem, 4' X 8'	11.0	**734.00**	1,100.00

Graphics and Signage

Graphics and Signage

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT ($)	REGULAR ($)
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	11.0	**286.00**	429.00
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	11.0	**221.00**	332.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	11.0	**232.00**	348.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	11.0	**421.00**	632.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	11.0	**259.00**	389.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	11.0	**550.00**	825.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	11.0	**389.00**	584.00
601099	Printed Cardboard Base for Freestanding Boards	11.0	**25.25**	38.00

Carpet Information

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Orders placed at show site are subject to availability.

Precut

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

Custom Cut

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Padding

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

Cancellation Policy

Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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Price List

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Furniture & Accessories Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Orders placed at show site are subject to availability.

Cancellation Policy

Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

Specialty Furniture Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Orders placed at show site are subject to availability.

Cancellation Policy

Items cancelled will be charged **100%** of original price after move-in begins.

Standard Exhibits Information

Prices include delivery, rental, installation, and removal. For Custom Exhibits, please send a request to email address exhibitdesign@ges.com.

Orders placed at show site are subject to availability.

Cancellation Policy

Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in begins will be charged **100%** of original price.

Graphics & Signage Information

Order graphics and **upload artwork files** directly online:
https://e.ges.com/053600378/signs

Orders placed at show site are subject to availability and will incurr a 20% Late Order Charge.

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Price List Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
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HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Discount Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Place Order Here

ITEM CODE	DESCRIPTION	COLOR CODE	PRICE EACH or PRICE/SQ.FT.	X	QUANTITY or TOTAL SQ.FT.	=	TOTAL ($)	X	3% PSP	=	SUBTOTAL ($)	X	TAX (%)*	=	GRAND TOTAL ($)
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$
			$				$		3 %		$		%		$

*Calculate tax only if the item is identified as having a tax on the price list.

Payment Enclosed	$

Color Options

13 oz. Carpet Colors
Black (41), Blue (42), Blue Jay (56), Burgundy (43), Emerald Green (44), Gray (40), Pepper (52) or Red (49). Gray will be provided if no color is indicated on your order.

26 oz. Plush Custom-Cut Carpet Colors
Cement (70), Charcoal (71), Cobalt (72), Dove (73), Lava Rock (74), Navy (75), Onyx (76), Red (49), Royal Blue (77), Silky Beige (78), Silver (79) or Snow (80). Dove will be provided if no color is indicated on your order.

50 oz. Ultra Plush Custom-Cut Carpet Colors
Bisque (81), Black (41), Cabernet (82), Graphite (83), Iceberg (84), Midnight (85), Seascape (86), Sterling (87) or Teal (55). Iceberg will be provided if no color is indicated on your order.

Column Drape
Beige (54), Black (41) or White (50). Black will be provided if no color is indicated on your order.

Table Skirt Color
Beige (54), Black (41), Blue (42), Burgundy (43), Forest Green (45), Gold (46), Gray (40), Purple (48), Red (49), Teal (55) or White (50). Gray will be provided if no color is indicated on your order.

Standard Exhibit Panel Type and Color
Coated: Black (C41), Coated: Oxford White (C50), Coated: Prism Blue (C42), Coated: Silver Gray (C79), Fabric: Black (F41), Fabric: Blue (F42) or Fabric: Gray (F40). Gray Fabric Panel will be provided if no color is indicated on your order.

Standard Exhibit Trim Metal Color
Black (41) or Silver (79). Silver will be provided if no color is indicated on your order.

Exhibit System Header Copy

EXHIBIT HEADER COPY

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

CUSTOM ID SIGN

Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

I agree in placing this order that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and the Information as outlined by each line of business on the preceding pages.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE

R032015 B081915-1403

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Carpet

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option.

Standard

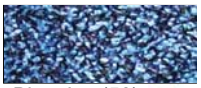
13 oz. is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

- 13 oz. 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping

Black (41)

Blue (42)


Blue Jay (56)

Burgundy (43)

Emerald Green (44)

Gray (40)

Pepper (52)

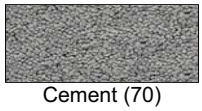
Red (49)

Plush

26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

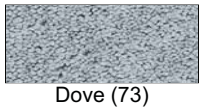
Includes:

- 26 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping


Cement (70)

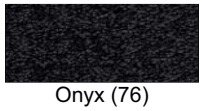
Charcoal (71)

Cobalt (72)


Dove (73)

Lava Rock (74)

Navy (75)


Onyx (76)

Red (49)

Royal Blue (77)

Silky Beige (78)

Silver (79)

Snow (80)

Ultra Plush

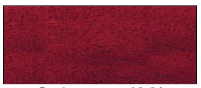
50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

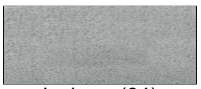
- 50 oz. 100% recyclable carpet
- 4 mil poly covering
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping

Bisque (81)

Black (41)


Cabernet (82)

Graphite (83)


Iceberg (84)

Midnight (85)

Seascape (86)

Sterling (87)

Teal (55)

The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Please refer to order form for availability at your show.

Chairs

300051 - Chair, Contemporary Arm, 23"W 18"D 31"H

300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H

300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H

300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables

300057 - Table, Rectangle, 24"x36"x30" High

300056 - Table, Square, 24"x24"x30" High

300059 - Table, Starbase, 30" Diameter x 40" High

300058 - Table, Starbase, 40" Diameter x 30" High

Skirted Tables

3004 - Table 4', Skirted 4 Sides, 24" x 30" High

3006 - Table 6', Skirted 3 Sides, 24" x 30" High

3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors

- Beige (54)
- Black (41)
- Blue (42)
- Burgundy (43)
- Forest Green (45)
- Gold (46)
- Gray (40)
- Purple (48)
- Red (49)
- Teal (55)
- White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed in this brochure may vary in some locations.

Accessories

300124 - Aisle Stanchion Chain, Plastic, Per Foot

300123 - Aisle Stanchion, without Chain

300103 - Aluminum Easel

300111 - Bag Stand

300102 - Coat Rack

300104 - Garment Rack

300106 - Literature Rack

300201 - Pegboard, White, 4'x8'

300120 - Sign Holder, Bell Base

300108 - Sign Holder, Chrome, 22"x28"

300211 - Tackboard, 4'x8'

300112 - Ticket Tumbler, Small, Table Top

300113 - Wastebasket

300118 - Waterfall Stand

Seating - Sofas and Loveseats

305068 - Loveseat, Key West, Black, 57"L 35"D 33"H

305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H

305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H

305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H

305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H

305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H

305125 - Sofa, Key West, Black, 85"L 35"D 33"H

305226 - Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H

305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H

305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H

305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H

305268 - Sofa, Tangiers, 78"L 37"D 36"H

Seating - Club Chairs

305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H

305072 - Chair, Barcelona, Black, 30"L 31"D 35"H

305073 - Chair, Barcelona, White, 30"L 30"D 31"H

305225 - Chair, Mirabel, Brown Leather, 36"L 35"D 32"H

305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H

305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H

305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed in this brochure may vary in some locations.

Seating - Chairs

305152 - Chair, Altura, Guest, 25"L 20"D 34"H

305041 - Chair, Berlin, Black/ White, 18"L 22"D 32"H

305042 - Chair, Berlin, Red/ White, 18"L 22"D 32"H

305110 - Chair, Brewer, Black, 20"L 20"D 32"H

305260 - Chair, Christopher, White Vinyl w/ Chrome, 17"L 19"D 35"H

305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H

305231 - Chair, Fusion, Clear/ White, 19"L 21"D 32"H

305230 - Chair, Fusion, Green/ White, 19"L 21"D 32"H

305232 - Chair, Fusion, Red/ White, 19"L 21"D 32"H

305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H

305079 - Chair, Ice Transparent/ Chrome, 17.25"L 20"D 32"H

305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H

305111 - Chair, Jetson, 19"L 18"D 31"H

305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D

305149 - Chair, Luxor, Guest, 27"L 28"D 40"H

305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H

305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H

305108 - Chair, New York, 23"L 32"D 33"H

305115 - Chair, Panton, White, 20"L 34"D 33"H

305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H

305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H

305069 - Chair, T-Vac Translucent, 25"L 23"D 30"H

305269 - Chair, Tangiers, 34"L 37"D 36"H

305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H

Seating - Ottomans

305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H

305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H

305085 - Ottoman, Cube, Black, 17"L 17"D 18'H

305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H

305086 - Ottoman, Half Round, Black, 72"L 36"D 17"H

305087 - Ottoman, Half Round, White, 72"L 36"D 17"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed in this brochure may vary in some locations.

305240 - Ottoman, Puzzle Bench, White, 48"L 24"D 18"H

305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18'H

305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H

305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H

305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H

305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H

305243 - Ottoman, Vibe Cube, Gold/ Bronze, Vinyl, 18"L 18"D 18"H

305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H

305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H

305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H

305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating

305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.

305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.

305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H

305114 - Chair, Flex with Wheels, 24"L 22"D 31"H

305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.

305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.

305076 - Chair, Otto, Highback Black, 23"L 21"D 43"H

305126 - Chair, Task, 25"L 26"D 21"H

305043 - Stool, Drafting, 25"L 26"D 34"H

Seating - Barstools

305012 - Barstool, Banana, Black, 21"L 22"D 30"H

305013 - Barstool, Banana, White, 21"L 22"D 30"H

305010 - Barstool, Gin, Maple, 16"L 16"D 29"H

305023 - Barstool, Ice, Transparent/ Chrome, 16.75"L 16"D 32"H

305011 - Barstool, Jetson, Black, 18"L 19"D 29"H

305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H

305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H

305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H

305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H

305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H

305008 - Barstool, Oslo, White, 17"L 20"D 30"H

305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D

305206 - Barstool, Shark Swivel, White/ Chrome Base, 22"L 19"D 34"-44"H

305207 - Barstool, Zooey Swivel, White/ Chrome Base, 15"Lx17"Dx31"-35"H

Table Surface Colors

Maple

Graphite Nebula

Brushed Red

Brushed Blue

Silver Textured

Tables - Cafe

305162 - Table, Cafe, Blue/ Black, 30" Round 29"H

305154 - Table, Cafe, Blue/ Chrome, 30" Round 29"H

305164 - Table, Cafe, Graphite/ Black, 30" Round 29"H

305167 - Table, Cafe, Graphite/ Black, 36" Round 29"H

305156 - Table, Cafe, Graphite/ Chrome, 30" Round 29"H

305159 - Table, Cafe, Graphite/ Chrome, 36" Round 29"H

305165 - Table, Cafe, Maple/ Black, 30" Round 29"H

305168 - Table, Cafe, Maple/ Black, 36" Round 29"H

305157 - Table, Cafe, Maple/ Chrome, 30" Round 29"H

305160 - Table, Cafe, Maple/ Chrome, 36" Round 29"H

305161 - Table, Cafe, Red/ Black, 30" Round 29"H

305153 - Table, Cafe, Red/ Chrome, 30" Round 29"H

305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H

305299 - Table, Cafe, Silver Textured Grain/ Tulip Chrome Base, 30" Round 29"H

305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H

305301 - Table, Cafe, White Laminate/Tulip Chrome Base, 36" Round 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Tables - Bar

305131 - Table, Bar, Blue/Black, 30" Round 42"H

305140 - Table, Bar, Blue/ Chrome, 30" Round 42"H

305133 - Table, Bar, Graphite/ Black, 30" Round 42"H

305136 - Table, Bar, Graphite/ Black, 36" Round 42"H

305145 - Table, Bar, Graphite/ Chrome, 36" Round 42"H

305134 - Table, Bar, Maple/Black, 30" Round 42"H

305137 - Table, Bar, Maple/Black, 36" Round 42"H

305143 - Table, Bar, Maple/ Chrome, 30" Round 42"H

305146 - Table, Bar, Maple/ Chrome, 36" Round 42"H

305130 - Table, Bar, Red/Black, 30" Round 42"H

305139 - Table, Bar, Red/ Chrome, 30" Round 42"H

305286 - Table, Bar, Silver Textured Grain/ Black Base, 30" Round 42"H

305302 - Table, Bar, Silver Textured Grain/ Tulip Chrome Base, 30" Round 42"H

305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H

305303 - Table, Bar, White Laminate/Tulip Chrome Base, 30" Round 42"H

Tables - Cocktail

305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H

305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H

305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H

305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H

305016 - Table, Cocktail, Silverado, 36" Round 17"H

305015 - Table, Cocktail, Soho, 38"L 38"D 18.5"H

305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H

305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

Tables - End Tables

305273 - Table, Aura, White Metal, 15" Round 22"H

305274 - Table, E, Wood, 21"L 15.5"D 27.5"H

305047 - Table, End, Geo, Black, 26"L 26"D 20"H

305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H

305049 - Table, End, Inspiration, 24"L 28"D 22"H

305211 - Table, End, Oliver, 22" Round 22"H

305046 - Table, End, Silverado, 24" Round 22"H

305045 - Table, End, Soho, 26"L 26"D 27"H

305050 - Table, End, Sydney, Black, 27"L 23"D 22"H

305048 - Table, End, Sydney, White, 27"L 23"D 22"H

305276 - Table, Mosaic, Set of 3

305275 - Table, Timber, Wood, 16" Round 17"H

Conference Tables

305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H

305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H

305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H

305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H

305027 - Table, Conf., Graphite, 42" Round 29"H

305028 - Table, Conf., Graphite, 72"L 36"D 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed in this brochure may vary in some locations.

305029 - Table, Conf., Graphite, 96"L 36"D 29"H

305171 - Table, Conf., Gray, 72"L 36"D 29"H

305172 - Table, Conf., Gray, 96"L 36"D 29"H

305033 - Table, Conf., Mahogany, 120"L 42"W 29"H

305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H

305031 - Table, Conf., Mahogany, 72"L 42"W 29"H

305032 - Table, Conf., Mahogany, 96"L 42"W 29"H

305177 - Table, Conf., Manhattan, 42" Round 29"H

305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H

305281 - Table, Conf., White Laminate, 42" Round 29"H

305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H

Tables - Martini Bar

305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H

305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display

305002 - Bookcase, Graphite, 36"L 13"D 71"H

305001 - Bookcase, Mahogany, 36"L 13"D 71"H

305053 - Etagere, Black, 30"L 16"D 70"H

305052 - Etagere, Pewter, 30"L 16"D 70"H

305215 - Pedestal, Black Plastic, 24"L 24"D 36"H

305216 - Pedestal, Black Plastic, 24"L 24"D 42"H

305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H

305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H

305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H

305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H

305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H

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Office and Utility Furniture

305040 - Credenza, Graphite, 72"L 24"D 29"H

305039 - Credenza, Mahogany, 72"L 24"D 29"H

305057 - Desk, Executive, Graphite, 60"L 30"D 29"H

305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H

305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H

305059 - File, Lateral, Graphite, 36"L 20"D 29"H

305058 - File, Lateral, Mahogany, 36"L 20"D 29"H

Lamps

305204 - Lamp, Floor, Mason, Silver, 18" Round 55"H

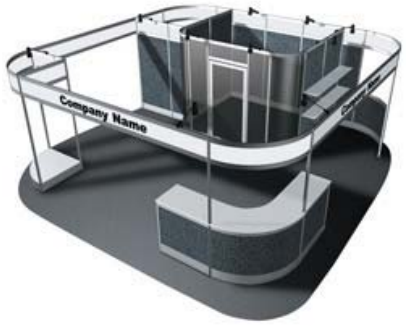
305205 - Lamp, Table, Mason, Silver, 16" Round 26"H

Standard Exhibits

With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:
- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits

600004 - Exhibit System GEM #4, 10'x20' Inline Includes:
- one 116-7/8" x 12" digitally printed sign
- one 57-13/16" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits

600002 - Exhibit System GEM #2, 10'x10' Inline Includes:
- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding

600003 - Exhibit System GEM #3, 10'x10' Inline Includes:
- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display

600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:
- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Accessories

600410 - Exhibit, Ad Board, 1M x 8'

600103 - Exhibit, Counter, 1M Curved

600101 - Exhibit, Counter, 1M x 1/2M x 40"H

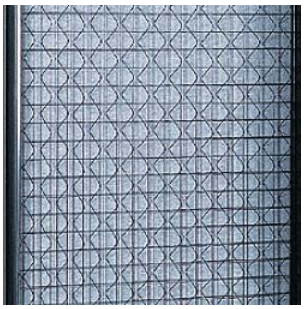
600102 - Exhibit, Counter, 2M x 1/2M x 40"H

600221 - Exhibit, Light Box, Large 37"x85"

600222 - Exhibit, Light Box, Medium 37"x56"

600223 - Exhibit, Light Box, Small 37"x28"

661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M

600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color

- Coated: Black (C41)
- Coated: Oxford White (C50)
- Coated: Prism Blue (C42)
- Coated: Silver Gray (C79)
- Fabric: Black (F41)
- Fabric: Blue (F42)
- Fabric: Gray (F40)

Trim Color

- Black (41)
- Silver (79)

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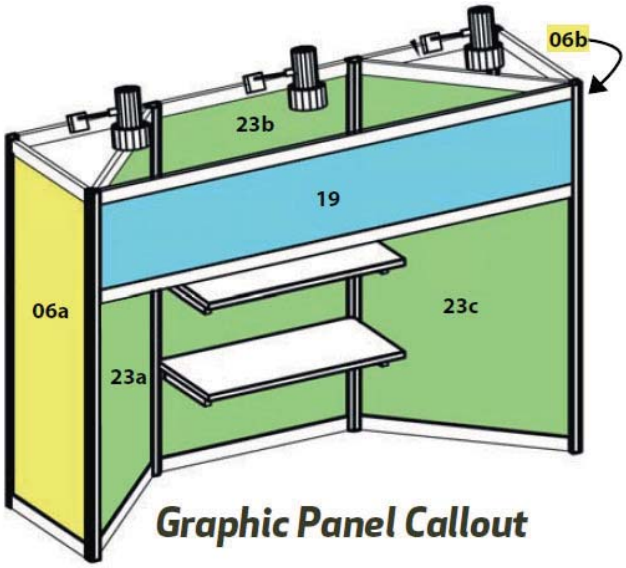
Exhibit #1, 6' Tabletop (600001)



Graphic Panel Callout

23 608323 **26 9/16" wide x 45" tall**
Discount Price - $173.00 /Regular Price - $260.00
Produced on 3/16" Thick White Foamcore

06 608306 **18 7/16" wide x 45" tall**
Discount Price - $71.50 /Regular Price - $107.00
Produced on 3/16" Thick White Foamcore

19 608319 **65 15/16" wide x 12" tall**
Discount Price - $114.00 /Regular Price - $171.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

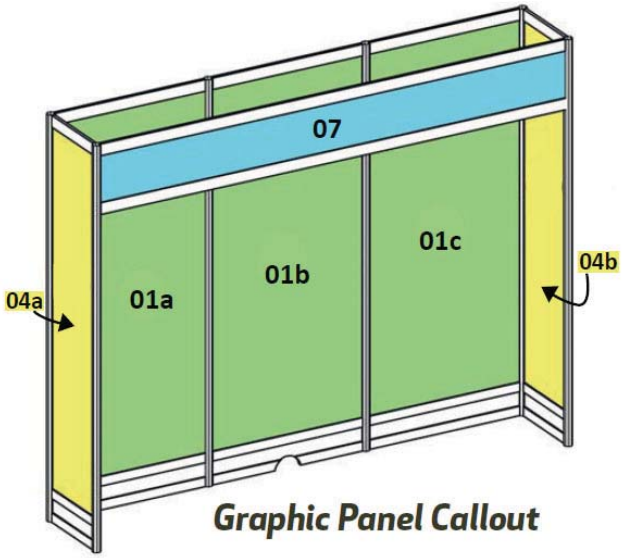
Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: https://e.ges.com/053600378/exhibit1/esm

Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #2, 10 x 10 (600002)



Graphic Panel Callout

01 608301 **38 1/8" wide x 86 1/4" tall**

Discount Price - $473.00 /Regular Price - $710.00

Produced on 3/16" Thick White Foamcore

04 608304 **18 7/16" wide x 86 1/4" tall**

Discount Price - $237.00 /Regular Price - $356.00

Produced on 3/16" Thick White Foamcore

07 608307 **117" wide x 12" tall**

Discount Price - $201.00 /Regular Price - $302.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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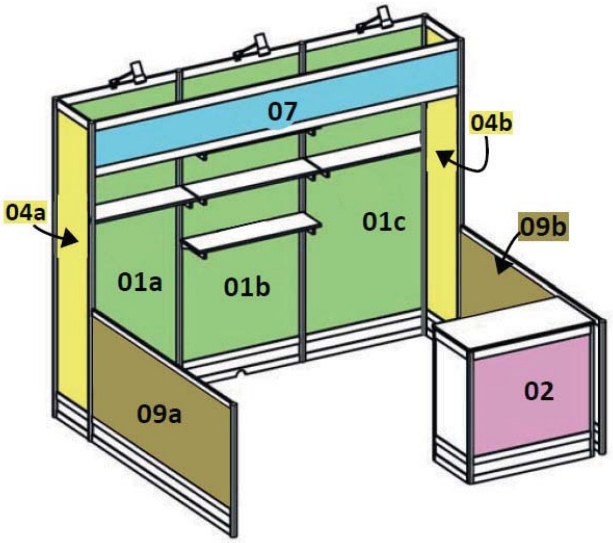
Link: https://e.ges.com/053600378/exhibit2/esm

Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

01 608301 **38 1/8" wide x 86 1/4" tall**
Discount Price - $473.00 /Regular Price - $710.00
Produced on 3/16" Thick White Foamcore

04 608304 **18 7/16" wide x 86 1/4" tall**
Discount Price - $237.00 /Regular Price - $356.00
Produced on 3/16" Thick White Foamcore

07 608307 **117" wide x 12" tall**
Discount Price - $201.00 /Regular Price - $302.00
Produced on 3/16" Thick White Foamcore

02 608302 **38 1/8" wide x 30 1/4" tall**
Discount Price - $167.00 /Regular Price - $251.00
Produced on 3/16" Thick White Foamcore

09 608309 **77 1/2" wide x 30 1/4" tall**
Discount Price - $337.00 /Regular Price - $506.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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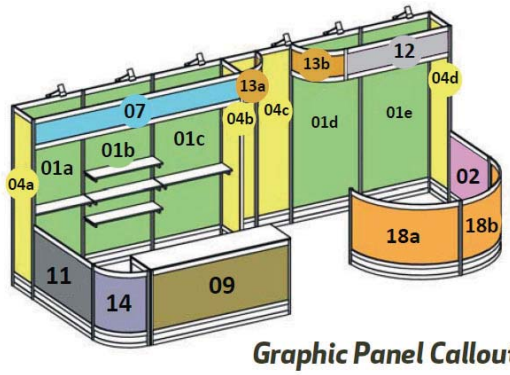
Link: https://e.ges.com/053600378/exhibit3/esm

Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

12 608312 **57 7/8" wide x 12" tall**

Discount Price - $104.00 /Regular Price - $156.00

Produced on 3/16" Thick White Foamcore

13 608313 **29 3/4" wide x 12" tall**

Discount Price - $51.75 /Regular Price - $77.75

Produced on 1/8" Thick White Komatex

18 608318 **60 3/4" wide x 30 1/4" tall**

Discount Price - $265.00 /Regular Price - $398.00

Produced on 1/8" Thick White Komatex

09 608309 **77 1/2" wide x 30 1/4" tall**

Discount Price - $337.00 /Regular Price - $506.00

Produced on 3/16" Thick White Foamcore

14 608314 **29 3/4" wide x 30 1/4" tall**

Discount Price - $129.00 /Regular Price - $194.00

Produced on 1/8" Thick White Komatex

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: https://e.ges.com/053600378/exhibit4/esm

01 608301 **38 1/8" wide x 86 1/4" tall**

Discount Price - $473.00 /Regular Price - $710.00

Produced on 3/16" Thick White Foamcore

04 608304 **18 7/16" wide x 86 1/4" tall**

Discount Price - $237.00 /Regular Price - $356.00

Produced on 3/16" Thick White Foamcore

11 608311 **57 7/8" wide x 30 1/4" tall**

Discount Price - $99.50 /Regular Price - $149.00

Produced on 3/16" Thick White Foamcore

02 608302 **38 1/8" wide x 30 1/4" tall**

Discount Price - $167.00 /Regular Price - $251.00

Produced on 3/16" Thick White Foamcore

07 608307 **117" wide x 12" tall**

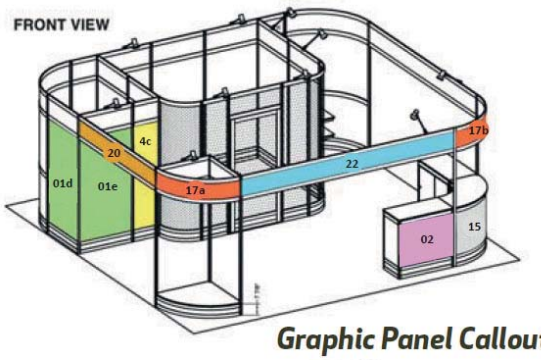
Discount Price - $201.00 /Regular Price - $302.00

Produced on 3/16" Thick White Foamcore

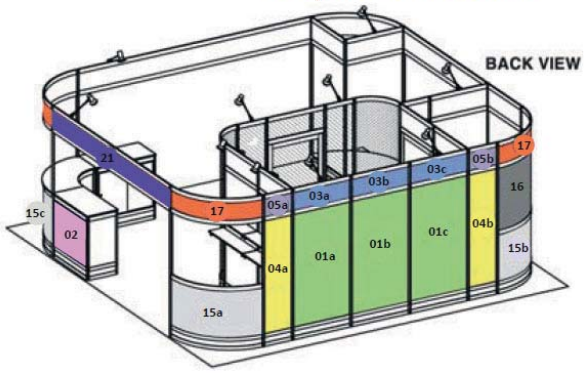
Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit #5, 20 x 20 (600005)



Graphic Panel Callout



21 608321 **136 9/16" wide x 12" tall**
Discount Price - $155.00 /Regular Price - $233.00
Produced on 3/16" Thick White Foamcore

20 608320 **97 3/16" wide x 12" tall**
Discount Price - $168.00 /Regular Price - $252.00
Produced on 3/16" Thick White Foamcore

17 608317 **60 11/16" wide x 12" tall**
Discount Price - $192.00 /Regular Price - $288.00
Produced on 1/8" Thick White Komatex

02 608302 **38 1/8" wide x 30 1/4" tall**
Discount Price - $167.00 /Regular Price - $251.00
Produced on 3/16" Thick White Foamcore

03 608303 **38 1/8" wide x 12" tall**
Discount Price - $66.25 /Regular Price - $99.50
Produced on 3/16" Thick White Foamcore

05 608305 **18 7/16" wide x 12" tall**
Discount Price - $51.75 /Regular Price - $77.75
Produced on 3/16" Thick White Foamcore

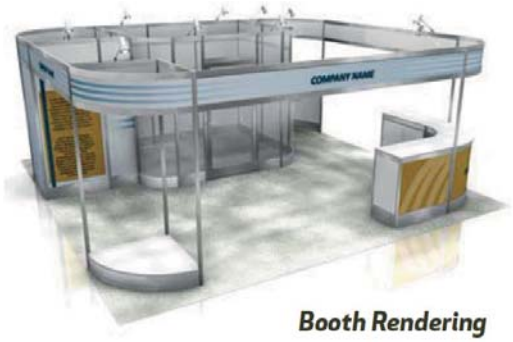
01 608301 **38 1/8" wide x 72 3/8" tall**
Discount Price - $473.00 /Regular Price - $710.00
Produced on 3/16" Thick White Foamcore

04 608304 **18 7/16" wide x 72 3/8" tall**
Discount Price - $237.00 /Regular Price - $356.00
Produced on 3/16" Thick White Foamcore

16 608316 **60 11/16" wide x 40 1/4" tall**
Discount Price - $315.00 /Regular Price - $473.00
Produced on 1/8" Thick White Komatex

15 608315 **60 11/16" wide x 30 1/4" tall**
Discount Price - $265.00 /Regular Price - $398.00
Produced on 1/8" Thick White Komatex

22 608322 **156 1/4" wide x 12" tall**
Discount Price - $268.00 /Regular Price - $402.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Files should be uploaded to the GES ftp transfer utility site. Send your file/s directly to gesgraphics@ges.com (no login is required).

Just enter your email address in the "Your Email Address:" field, enter gesgraphics@ges.com address in the "Recipient Email Address:", in the comments box type your name, the event you are exhibiting and city that the event is occurring. Click next, and browse to your files, lastly click the upload button to send. Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: https://e.ges.com/0536003 78/exhibit5/esm

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Digital File Preparation

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	**Preferred Format**
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	**Preferred Format**
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output, and require additional hourly charges. Artwork should be created at actual size, however for larger files, such as banner artwork, files can be scaled down to accommodate the limits of the software. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files as defined herein.

AI / EPS
(vector)

GIF
(raster)

Editable Text

Outlined Text

Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. See visual.

Artwork produced in vinyl, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not suitable because the vinyl plotter cannot interpret raster images. See visual.

Low resolution
(72 dpi)

High resolution
(300 dpi)

Bitmap/Raster Artwork

TIF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality Ensure images are saved at high resolution (100dpi at final size).

Color Set Up

If your artwork uses Pantone colors, please supply a Pantone color reference. Some colors are more likely to be achieved than others, but due to printer limitations Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print-outs can be used as a reference for color matching.

Fonts

Outline all fonts before sending the files. If you are using a program where this is not an option, include all fonts with your files. Open Type Fonts (OTF) are preferred.

Order graphics and **upload artwork files** directly online, click here: https://e.ges.com/053600378/signs

071415

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All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an.eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  a. Import the Illustrator type into Photoshop
  b. Add effects to the type
  c. Separate the effects onto a layer
  d. Delete the type layer
  e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.
(e.g. 1/4 size file @400dpi)
Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a.* This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember!

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame–place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

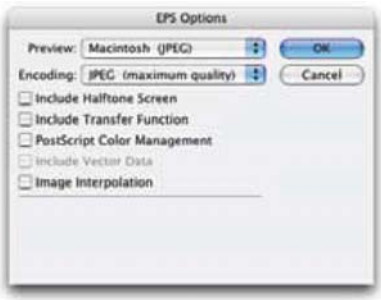

figure a.

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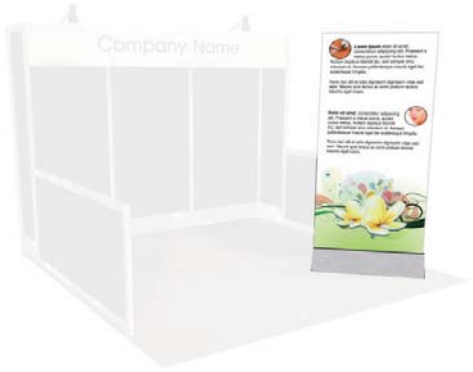
38" Ad Board

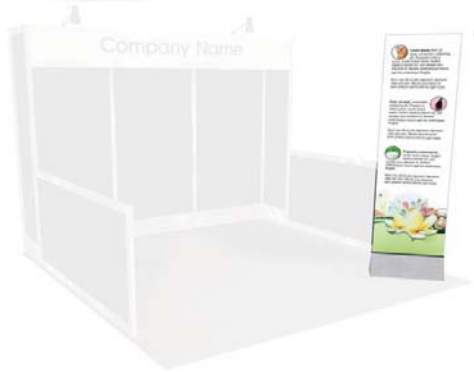


600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

Includes cardboard base, graphic and delivery.
Printed base avalable at additional cost.

24" Ad Board



600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600528 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

Includes cardboard base, graphic and delivery.
Printed base avalable at additional cost.

22" x 28" with Sign Holder

600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner

600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

Banner is available horizontal or vertical.
Includes silver grommets.

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Installation and Dismantling Order Form

L-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Discount Deadline Date:
October 26, 2015
Go to below link to view images and information:
http://ges.com/ecomm/info/IandD.pdf

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Full-time, bona fide employees of the exhibiting companies are allowed to set their own exhibits without assistance from the union.
- Exhibitor may unpack and place merchandise.
- Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor.
- Orders placed at show site will be completed in the order in which they are received.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Install & Dismantle, ST	Code: 705000	$ 86.50	$ 108.00	$ 130.00
Install & Dismantle, OT	Code: 705000	$ 130.00	$ 163.00	$ 195.00
Install & Dismantle, DT	Code: 705000	$ 173.00	$ 216.00	$ 260.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

☐ **GES Supervised (OK to Proceed)**
Please complete "Key Information" form (L-2)
GES will supervise labor to:
- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 30% ($60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

☐ **Exhibitor Supervised (Do Not Proceed)**
Exhibitor will supervise.
- *Indicate workers needed for installation **and** dismantling*
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:
☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X TOTAL # OF WORKERS*	*X LABOR RATE*	*= TOTAL*	*X 2% PARISH TAX*	*= GRAND TOTAL*
	AM PM	AM PM						$
	AM PM	AM PM						$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X | AUTHORIZED NAME - PLEASE PRINT | DATE

A.	Total Labor Ordered	$
B.	30% ($60.00 min) GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

050115

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Key Information\Supervised Labor Checklist

L-2

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Discount Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Number of Crates_____ Shipped By _____ Date _____
Number of Fiber Cases_____ Color _____ Pro Number _____
Target Date _____ Loose Display _____ Crated Display _____
Shipped To: (Check One) ☐ Warehouse ☐ Showsite

Setup Information for GES Installation

☐ **Setup Drawings/Instructions Attached**
☐ **Setup Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Setup _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color_____
☐ Padding _____
Approximate Time for Setup _____
Special Equipment Required _____
Description _____
Description _____

Did You Order ---

Electrical Outlets ☐ Yes ☐ No Electrical Labor/Boothwork ☐ Yes ☐ No Electrical Under Carpet ☐ Yes ☐ No
Electrical Drawings ☐ Attached ☐ Sent to the Official Electrical Contractor ☐ With the Exhibit
Booth Cleaning ☐ Yes ☐ No
Furniture ☐ Yes ☐ No
A/V Equipment ☐ Yes ☐ No
Telephone/Internet ☐ Yes ☐ No
Other Items _____

Tear-down Information for GES Dismantle

☐ **Tear-down Drawings/Instructions Attached**
☐ **Tear-down Drawings With Exhibit**
☐ Case/Crate Number _____
☐ Number of Workers Required for Tear- down _____
☐ Forklift Ordered Hrs._____ Time _____
☐ Number of Graphics _____Layout Provided? ☐ Yes ☐ No
☐ Number of Lights _____Number of Light Boxes _____

☐ Rental Carpet Color _____
☐ Own Carpet Color_____
☐ Padding _____
Approximate Time for Tear-down _____
Special Equipment Required _____
Description _____
Description _____

Outbound Freight Information

Outbound Freight Charges_____
☐ PrePaid ☐ Collect (for non-GES Logistics Shipments only)
☐ Bill To _____
_____
_____
☐ GES Storage _____

Consigned To _____
Address_____
City/State/Zip/Postal Code/Country_____
Second Consignee_____
Address_____
City/State/Zip/Postal Code/Country_____

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other _____
Carrier (if known) _____
Contact _____ Phone _____
Exhibitor-completed GES' Outbound Material Handling Form attached: ☐ Yes ☐ No
Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: ☐ Yes ☐ No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
Telephone _____ Cell Phone _____
Other Means of Contacting This Person _____
Contact's Hotel _____ Arrival _____ Departure _____
Purchasing Authorization ☐ Yes ☐ No

*This Form must be returned to GES for your orders to be processed.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

061815

053600378

Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
https://e.ges.com/053600378/esm

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GES Global Experience Specialists — Cleaning Order Form

J-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Discount Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Vacuuming		
	Includes emptying your wastebasket nightly.		
500601	Before Show Open Only (per sq. ft.)	**$ 0.76**	$ 1.14
500600	Duration of Show (per sq. ft. per day)	**$ 0.53**	$ 0.80
500602	Per Day (per sq. ft. per day)	**$ 0.72**	$ 1.08
	Shampooing		
501004	Cleaning, Carpet Shampoo Before Show Open	**$ 0.98**	$ 1.47
	Mopping and Waxing		
501002	Cleaning, Damp Mop & Wax	**$ 1.29**	$ 1.94
	Porter service		
	GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.		
501010	Porter Service, 0-500 sq.ft., Per Day	**$ 288.00**	$ 432.00
501010	Porter Service, 501-1500 sq.ft., Per Day	**$ 414.00**	$ 621.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	**$ 499.00**	$ 749.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	**$ 583.00**	$ 875.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

Cancellation Policy: *Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.*

Show site cleaning orders must be placed a minimum (1) one hour prior to show open, are subject to availability, and will incur a 20% Late Order Charge.

Please Indicate Service

Calculate Total Square Footage
Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
☐ Yes ☐ No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

_____ _____ _____

_____ _____ _____

_____ _____ _____

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter®**. GES will be unable to adjust invoices after the close of the show.

Place Order Here

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	= TOTAL PRICE
500600	Vacuuming Duration			2	$
500602	Vacuuming Per Day				$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	= TOTAL PRICE
500601	Vacuuming Before Show Only			$
501004	Shampooing Before Show Only			$
501002	Mop/Wax Before Show Only			$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS =	TOTAL PRICE
	Porter service			$
A.	Total All Items Ordered			$
B.	Petroleum Surcharge Assessment: 3%		A x 3 % = B	$
C.	Subtotal		A + B = C	$
D.	Orleans Parish Tax: 2%		C x 2 % = D	$
E.	Payment Enclosed		C + D = E	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: **X**

AUTHORIZED NAME - PLEASE PRINT	DATE

012415

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Payment and Credit Card Charge Authorization

G-2

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP/POSTAL CODE	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.
Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).
Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a $50.00 fee for returned NSF checks.*
Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.
Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.
Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112

Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.
- *exhibiting company name, show name, show facility, and booth number*
- *date and amount of wire transfer*
- *bank and country where transfer originated*

- **If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.**
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number ☐ *Corporate Card* ☐ *Personal Card*

PROVIDE EXPIRATION DATE **EXPIRATION DATE**

☐ MasterCard
☐ VISA
☐ American Express

*Signature Required Below

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

Calculation of Orders	TOTAL
Material Handling	$
Carpet	$
Furniture & Accessories	$
Specialty Furniture	$
Standard Exhibit Systems	$
Graphics & Signage	$
Installation & Dismantling Labor	$
Cleaning	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
Other GES Services (Specify)	$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	**$**

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: **$**

Enclosed is a check in the amount of: **$**

Check Number: _____ Dated: _____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN **X** _____
AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

_____
AUTHORIZED NAME - PLEASE PRINT DATE

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Domestic Third Party Billing Request

G-3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address | City | State | Zip

Phone | Fax | Exhibiting Company Contact Email Address

Please Sign **X** _____
Exhibiting Company Authorized Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

Exhibiting Company Authorized Name - Please Print | Date

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

☐ Booth Cleaning ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor ☐ Material Handling ☐ Rental Carpet
☐ Rental Furniture ☐ Signs ☐ Transportation
☐ Other *(Please Specify)* _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address | City | State | Zip

Phone | Fax | Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City | State | Zip

Card Number

Expiration Date

☐ MasterCard ☐ VISA ☐ American Express

☐ Corporate Card ☐ Personal Card

Please Sign **X** _____
Third Party Cardholder's Signature

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Third Party Cardholder's Name - Please Print | Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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International Third Party Billing Request

G-3b

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Return this form when a third party (any party other than Exhibiting Company) ("AGENT") should be billed for services.
Please complete all steps below to avoid processing delays.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address | City | State | Zip | Country

Phone | Fax | Exhibiting Company Contact's Email Address

Card Number

Expiration Date

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate Card ☐ Personal Card

Please Sign **X**

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print | Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below.

☐ Booth Cleaning ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor ☐ Material Handling ☐ Rental Carpet
☐ Rental Furniture ☐ Signs ☐ Transportation
☐ Other *(Please Specify)*

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address | City | State | Zip/Postal Code | Country

Phone | Fax | Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City | State | Zip/Postal Code | Country

Card Number

Expiration Date

☐ MasterCard ☐ VISA ☐ American Express ☐ Corporate Card ☐ Personal Card

Please Sign **X**

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print | Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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Booth Layout Form

H-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

HFMA Region 9

Sheraton New Orleans
November 15 - 16, 2015

Form Deadline Date:
October 26, 2015

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Pegboard / Tackboard - Form Q-1
- ☐ Special Colored Drape - Form Q-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

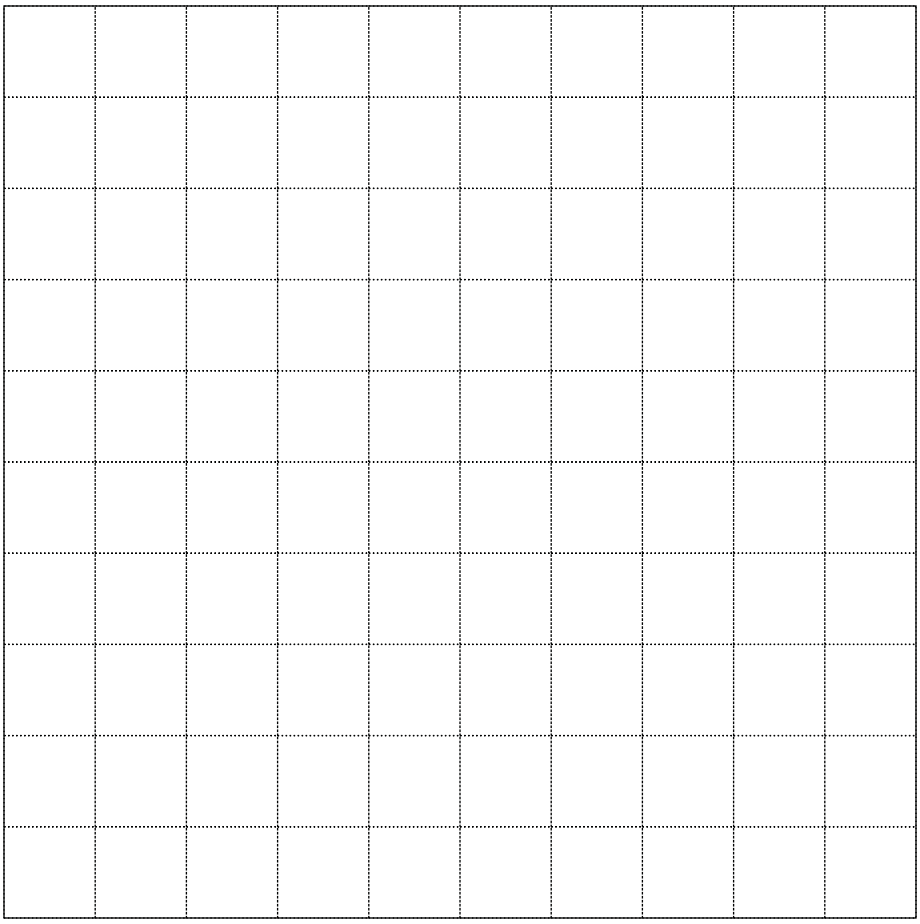
To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (indicate adjacent booth or aisle number:_____)

***This form must be returned to GES for your orders to be processed.**

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Additional Service Order Forms

EXHIBITOR ORDER FORM

PSAV PRESENTATION SERVICES

Sheraton New Orleans HOTEL

Video Equipment

	Qty	SHOW RATE (includes labor) Advanced*	**	Total
DVD / Blu-Ray Player		$182.50	$237.25	
32" Flat Panel Video & Computer Monitor***		$425.00	$526.50	
46" Flat Panel Video & Computer Monitor***		$675.00	$851.50	
55" - 60" Flat Panel Video & Computer Monitor***		CALL	CALL	
Floor Stand for 32" or Larger Monitor		$125.00	$162.50	
Floor Stand for 32" or Larger Monitor WITH SHELF		$175.00	$227.50	

PLEASE SPECIFY IF STAND IS NEEDED

*** PSAV does not supply wall mounts or labor for mounting monitors to your hard sets***

Computers and Accessories

	Qty	SHOW RATE (includes labor) Advanced*	**	Total
Laptop Computer with CD drive		$282.50	$367.25	
Please Note Specific Software/Hardware Needs:				
Basic Black & White LaserJet Printer		$282.50	$367.25	
19" Flat Panel Computer Monitor		$220.00	$279.50	

Internet

	Qty	SHOW RATE (includes labor) Advanced*	**	Total
Basic Wireless Internet per Device		$90.00	$150.00	
Basic Wired Internet		$600.00	$800.00	
Additional Wired Internet per Device		$75.00	$125.00	

Basic connections are 1Mbps. For special HSIA / Bandwidth needs, please call 504-592-8002 for availability and pricing.

Power

	Qty	SHOW RATE (includes labor) Advanced*	**	Total	
5 AMP / 500 Watts (includes power strip)		$195.00	$285.00		
10 AMP / 1000 Watts (includes power strip)		$270.00	$397.50		
20 AMP / 2000 Watts (includes power strip)		$420.00	$622.50		
Additional Power Strip		$15.00	$20.00		
25' extension cord		$15.00	$20.00		

Additional labor may apply to under carpet or complex booth sets.

Rental Totals

PAYMENT IS DUE WHEN ORDER IS PLACED

SUBTOTAL	*PSAV will calculate this section*	
SERVICE CHARGE *(24% of Order Total)*		
SUBTOTAL		
SALES TAX *(11% of line Subtotal)*		
TOTAL DUE		

*Advanced pricing if received by PSAV 10 days or more prior to installation.

**Pricing if received by PSAV less than 10 days prior to installation.

Customer Information

Show/Convention Name:

Show/Convention Dates:

Company/Organization Name:

Address:

City:

State: Zip:

Ordered By:

Phone:

Fax:

email:

Delivery Information

On-Site Contact:

Booth #:

Ordering Instructions

- To guarantee availability, orders should be faxed to 504-592-8020 no less than 10 days prior to show start date.
- All orders and order totals will be confirmed with a detailed quote, which will be emailed to the email addresss given above within 2 weeks prior to the show start dat
- All orders must include payment information to be processed. Credit card payment is preferred method. If paying by check, please make payable to Sheraton New Orleans and submit no less than 7 days prior to setup, and please confirm order total with PSAV representative prior to submitting check.
- ***TAX EXEMPT STATUS*** - If you are exempt from payment of sales tax, please submit exemption certificate for approval.
- ***OPERATOR LABOR*** - If requested, operator labor is subject to the prevailing hourly rate and a 5-hour minimum
- ***CANCELLATIONS*** - Cancellation of equipment ordered must be received at least 48 hours prior to delivery date to avoid charges.

Method of Payment

Name on Card: _____

Type of Card: ____ Visa ____ MasterCard ____ AMEX ____ Discover

Card Number: _____ **Expiration Date:** _____

Cardholder Signature: _____ **Card ZIP Code:** _____

Return for Processing

PSAV Sheraton New Orleans
500 Canal Street
New Orleans, LA 70130
Phone: 504-592-8002 Fax: 504-592-8020
Brett Weller - bweller@psav.com

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

HFMA Region 9
Sheraton New Orleans
November 15 - 16, 2015

3

3rd Party Billing Request, Page 60

A

Additional Service Order Forms, Page 63

Advance Shipping Labels, Page 21

Agreement and Rules and Regulations between GES and EAC, Page 14

Audio Visual/Internet/Electrical/ Telecommunications, Page 64

B

Booth Layout Form, Page 62

C

Carpet Brochure, Page 34

Certificate of Liability Insurance: SAMPLE COPY, Page 16

Cleaning Order Form, Page 58

D

Digital File Preparation, Page 53

Direct Shipping Labels, Page 22

Domestic Shipping Quote Form: GES Logistics, Page 26

F

Fire Regulation Information, Page 10

Freight Service Questionnaire, Page 25

G

General Information, Page 5

GES Global Transportation Plus, Page 27

GES Information and Order Forms, Page 3

GES Logistics - Domestic Shipping Quote Form, Page 26

GES Logistics - International Shipping Quote Form, Page 28

GES Terms & Conditions of Contract, Page 9

GES Transportation Plus, Page 18

I

Installation & Dismantling Order Form, Page 56

International Pavilion 3rd Party Billing Request, Page 61

International Shipping Quote Form: GES Logistics, Page 28

K

Key Information\Supervised Labor Checklist, Page 57

L

Limited Storage Capacity at Show Site, Page 23

M

Material Handling Information, Page 17

Material Handling Order Form, Page 19

N

Notice of Intent to Use EAC and Policies and Procedures, Page 13

O

Operation of All Mechanical Lifts, Page 11

P

Payment & Credit Card Charge Authorization, Page 59

100110

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Petroleum Surcharge Information, Page 12

Pre-Printed Bill of Lading (BOL) and Outbound Labels Request, Page 24

Price List, Page 29

S

SAMPLE COPY: Certificate of Liability Insurance, Page 16

Shipping Labels: Advance, Page 21

Shipping Labels: Direct, Page 22

Show Information, Page 4

Show Site Work Rules, Page 8

Special Handling Brochure, Page 20

Specialty Furniture Brochure, Page 37

Standard Exhibit Systems Brochure, Page 46

Standard Furniture Brochure, Page 35

Standard Graphics Brochure, Page 55

Stop. Think. Safety., Page 7

Storage Capacity at Show Site: Limited, Page 23

Supervised Labor Checklist & Key Information, Page 57

T

Terms & Conditions of Contract: GES, Page 9

Trade Show Tips, Page 6

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